

PARKING METER ATTENDANT

General Statement of Duties: Under supervision this employee will patrol metered parking and other areas. This employee will also do related work as required.

Distinguishing Features of the Class: This is responsible law enforcement work requiring the exercise of courtesy and mature judgment in dealing with owners of over-parked cars. The work, which is routine, is under the supervision of the City Treasurer.

Areas of Accountability:

1. Patrols beat and tickets vehicles for parking violations.
2. Picks up paid parking tickets from box.
3. Does routine clerical work.
 - Looks up addresses of violators;
 - Writes second notices on unpaid tickets.
4. Reports uncommon situations to the supervisor.
 - Reports any unusual cars or situations;
 - Reports any broken or malfunctioning meters.
5. Maintains a proper relationship with the public.

Required Knowledge, Skills, and Abilities: Average social and general intelligence, neat appearance, ability to get along well with others, good judgment, good powers of observation; good physical condition.

Acceptable Experience and Training: Any combination of experience or training which provides the necessary knowledge, skills, and abilities. Must have or be able to obtain a valid driver's license issued by the State of Iowa.